

**CHDP GUIDELINES  
STAFFING FACTORS  
FISCAL YEAR 2004 – 2005  
WORKSHEET for FULL-TIME EQUIVALENT (FTE) CALCULATIONS**

Based on the experience of CHDP local program staff in their preparation of the Staffing Matrix for Fiscal Year 2003 – 2004, this worksheet is redesigned for use as a framework in staffing CHDP local programs. The formulas for Provider Orientation and Training, and Liaison have been adjusted. With these formulas and the use of the allocation, the FTEs should be attainable within the range shown in the Staffing Matrix Profile Guidelines that follow the worksheet.

As an electronic document, the areas for numerical entries are highlighted by marching red ants. As a paper document, the areas for numerical entries are not highlighted and left blank. Whether this worksheet is used as an electronic or paper document, the individual completing the worksheet is still required to compute the full-time equivalent calculations by hand.

**PROGRAM ACTIVITIES**

**INFORMING/LINKING**

**Ancillary (ANC)**

	Total annual target population estimate for CHDP program	children
÷	Total children within a group to whom ANC would address	÷ 25 children/group
=	Number of groups that ANC addresses each year	= groups
×	Total hours that ANC spends addressing each group	× 1 hr/group
=	Total annual hours spent on addressing groups	= hours
÷	Total annual work hours per FTE	÷ 2,080 hrs/FTE
=	Annual FTEs of ANC	= FTEs of ANC

**Health Professional (HP)**

	Total annual target population estimate for CHDP program	children
÷	Total children within a group to whom HP would address	÷ 25 children/group
=	Number of groups that HP addresses each year	= groups
×	Total hours that HP spends addressing each group	× 0.5 hr/group
=	Total annual hours spent on addressing groups	= hours
÷	Total annual work hours per FTE	÷ 2,080 hrs/FTE
=	Annual FTEs of HP	= FTEs of HP

**Public Health Nurse (PHN)**

To be determined by each county/city's needs as calculated in the Health Professional category.

## PROGRAM ACTIVITIES

### CARE COORDINATION

#### Public Health Nurse (PHN)

Total annual number of screens performed	screens
– Total screens reported through Medi-Cal Managed Care Plans (M-C MCPs)	– screens via M-C MCPs
= Net total of annual screens performed	= screens
× Percentage 16.5% of screens that require follow-up	× 16.5%
= Total of screens requiring follow-up	= screens
× Total hours PHN spends performing care coordination	× 1 hr/screen
= Total annual hours spent on care coordination	= hours
÷ Total annual work hours per FTE	÷ 2080 hrs/FTE
= Annual FTEs of PHN	= FTEs of PHN

#### Health Professional (HP)

Total annual number of screens performed	screens
– Total screens reported through M-C MCPs	– screens via M-C MCPs
= Net total of annual screens performed	= screens
× Percentage 16.5% of screens that require follow-up	× 16.5%
= Total of screens requiring follow-up	= screens
× Total hours HP spends performing care coordination	× 0.25 hr/screen
= Total annual hours spent on care coordination	= hours
÷ Total annual work hours per FTE	÷ 2080 hrs/FTE
= Annual FTEs of HP	= FTEs of HP

#### Ancillary (ANC)

Total annual number of screens performed	screens
– Total screens reported through M-C MCPs	– screens via M-C MCPs
= Net total of annual screens performed	= screens
× Percentage 16.5% of screens that require follow-up	× 16.5%
= Total of screens requiring follow-up	= screens
× Total hours ANC spends performing care coordination	× 0.75 creen
= Total annual hours spent on care coordination	= hours
÷ Total annual work hours per FTE	÷ 2080 hrs/FTE
= Annual FTEs of ANC	= FTEs of ANC

## PROGRAM ACTIVITIES

### PROVIDER ORIENTATION AND TRAINING

#### **Public Health Nurse (PHN)**

	=	Providers
× Total number of enrolled providers		
× Total annual time PHN spends with each enrolled provider		× 18 hrs/yr
= Total annual work hours	=	hrs/yr
÷ Total annual work hours per FTE		÷ 2,080 hrs/FTE
= Annual FTEs of PHN	=	FTEs of PHN

#### **Health Professional (HP)**

	=	Providers
× Total number of enrolled providers		
× Total annual time HP spends with each enrolled provider		× 9 hrs/yr
= Total annual work hours	=	hrs/yr
÷ Total annual work hours per FTE		÷ 2,080 hrs/FTE
= Annual FTEs of HP	=	FTEs of HP

#### **Ancillary (ANC)**

	=	FTEs of PHNs
+		
+		FTEs of HPs
= Total FTEs of PHNs and HPs	=	FTEs of PHNs and HPs
÷ Established ratio of ANC to PHNs and HPs		÷ 5
= Annual FTEs of ANC	=	FTEs of ANC

## PROGRAM ACTIVITIES

### Liaison

The Health Professional (HP) full-time equivalents (FTE) for the program activity entitled Liaison (L) is determined by the target population for each county/city. Please locate the target population range in which your local program's target population falls. The target population range indicates a predetermined FTE of HP-L.

<u>FTEs</u>	<u>Target Population Range</u>
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0.50	180,000 to 1,500,000
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0.25	100,000 to 179,999
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0.15	30,000 to 99,999
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0.10	8,000 to 29,999
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0.05	3,000 to 7,999
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0.01	under 3,000
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Minimum Liaison FTE =            FTEs of HP

## PROGRAM MANAGEMENT

### **Supervision (SUPV)**

$$\begin{array}{rcl}
 & \text{Total FTEs of PHN} & \\
 + & \text{Total FTEs of HP} & \\
 + & \text{Total FTEs of ANC} & \\
 \hline
 = & \text{Total FTEs of PHN, HP, and ANC} & \\
 \div & \text{Established ratio of SUPV to PHN, HP, and ANC} & \\
 \hline
 = & \text{Annual FTEs of SUPV} & 
 \end{array}$$

$$\begin{array}{rcl}
 & \text{FTEs of PHN} & \\
 + & \text{FTEs of HP} & \\
 + & \text{FTEs of ANC} & \\
 \hline
 = & \text{FTEs of PHN, HP, and ANC} & \\
 & \div 10 & \\
 \hline
 = & \text{FTEs of SUPV} & 
 \end{array}$$

### **Administration and Information Technology (AIT)**

$$\begin{array}{rcl}
 & \text{Total FTEs of PHN} & \\
 + & \text{Total FTEs of HP} & \\
 + & \text{Total FTEs of ANC} & \\
 \hline
 = & \text{Total FTEs of PHN, HP, and ANC} & \\
 \times & \text{Percentage of AIT for oversight, guidance,} & \\
 & \text{direction, and technical support of all other staff,} & \\
 & \text{excluding SUPV} & \\
 \hline
 = & \text{Annual FTEs of AIT} & 
 \end{array}$$

$$\begin{array}{rcl}
 & \text{FTEs of PHN} & \\
 + & \text{FTEs of HP} & \\
 + & \text{FTEs of ANC} & \\
 \hline
 = & \text{FTEs of PHN, HP, and ANC} & \\
 & \times 10\% & \\
 \hline
 = & \text{FTEs of AIT} & 
 \end{array}$$

## PROGRAM SUPPORT

### **Clerical Support (CS)**

	Total FTEs of PHN		FTEs of PHN
+	Total FTEs of HP	+	FTEs of HP
+	Total FTEs of ANC	+	FTEs of ANC
+	Total FTEs of SUPV	+	FTEs of SUPV
+	Total FTEs of AIT	+	FTEs of AIT
<hr/>		<hr/>	
=	Total FTEs of PHN, HP, ANC, SUPV and AIT	=	FTEs
÷	Established ratio of CS to PHN, HP, ANC, SUPV, and AIT		÷ 6
<hr/>		<hr/>	
=	Annual FTEs of CS	=	FTEs of CS